

JOB OPPORTUNITY

The Tennessee Department of Commerce and Insurance is seeking an energetic and enthusiastic professional to join its Securities Division as Investor Education Coordinator. The position is classified in the administrative services assistant series as an ASA 4.

The ideal candidate will have experience developing outreach initiatives and coordinating an effective state-level investor education / financial literacy program. Key duties include establishing and maintaining relationships with state agencies, private sector, non-profit organizations and community groups involved in the area of investor education, financial literacy and fraud prevention; organizing large scale workshops and public events; educating the public on financial literacy issues to promote awareness; representing the Securities Division before all demographics by generating and handling speaking opportunities across the state of Tennessee.

The successful candidate will be responsible for developing and implementing policies for the investor education program and creating and leveraging source materials to promote the development of sound financial literacy skills. Further, the candidate will set timetables to ensure the program's follow-through on projects and scheduled appearances.

The successful candidate will be a highly motivated team player, with strong organizational abilities, excellent written and verbal communication skills, public speaking experience, and computer and website background.

Position reports to the Assistant Commissioner for Securities and is executive service.

Requirements: Working knowledge of investment products and securities regulation; knowledge of, and experience with, financial literacy or related advocacy organizations; and an understanding of state and federal legislative processes. Bachelor's degree in business or English and 3 years of related experience preferred.

Salary range \$33,000 – \$48,000 - Compensation based on experience.

Interested applicants should forward resume to
Carolyn A. Johnson
Carolyn.A.Johnson@state.tn.us

Or mail to:

Office of Assistant Commissioner for Securities Division
Tennessee Department of Commerce and Insurance
500 James Robertson Parkway, Ste. 680
Nashville, Tennessee 37243
ATTN: Ms. Carolyn A. Johnson